

CLASSIFICATION SPECIFICATION FOR: FINANCE PROJECT COORDINATOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under administrative direction and review, performs complex work of considerable difficulty related to financial reporting, statistical analysis, budget forecasting, capital improvement project-tracking, and accounting services.

DISTINGUISHING CHARACTERISTICS

This class performs difficult and complex analytical work requiring a full understanding of fiscal concepts, finance procedures and Town operations. The focus of this classification is quantitative, fiscal, and economic analysis to advise and assist in the management of financial operations. Employees at this level have lead responsibilities.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs a variety of professional, technical and administrative support functions in the analysis and implementation of Town wide financial and administrative projects.
2. Conducts difficult and sensitive analysis of Town policies, operations, systems and procedures, and performs a variety of duties related to the assigned areas of responsibility; identifies opportunities for improving service delivery methods and procedures.
3. Collects, analyzes, interprets, and presents data; makes recommendations based on data collected; prepares written reports, correspondence, memos, graphs and visual aids for the presentation of financial reports.
4. Initiates, plans, coordinates and oversees projects related to financial operations, budget projections, economic forecasts, and capital improvements; develops project objectives, scope, tasks, schedules, budget, resources, milestones, baseline measures, tracking and report-out; monitors project progress, costs, and accomplishments.
5. Prepares requests for proposals, consultant agreements, and grant proposals.
6. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's Degree in Business Administration or related field; and

- Four years of increasingly responsible experience in administrative analytical work, including two years of public sector budgeting or finance work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and procedures of financial management including government financing, budgeting, and accounting theory and practices.
- Financial spreadsheet and word processing computer applications and related software.
- Basic research techniques and statistical methods.
- Applicable Town regulations, policies and programs.

Ability to:

- Accurately review, analyze and interpret fiscal data.
- Evaluate complex financial and operational management issues, develop and present solutions.
- Prepare clear and comprehensive fiscal, financial, and budget analyses and reports.
- Operate a variety of general office equipment, including standard computers and software.
- Communicate effectively and carry out oral and written instruction.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Conduct work in a safe manner in accordance with established practices.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in Business Administration, Public Policy, or related subject.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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